



IMPORTANT – TEMPORARY PLAN SUBMITTAL PROCESS

Chula Vista Fire Department's Fire Prevention Division (CVFD) is making every attempt in continuing all service deliverables during the COVID-19 pandemic. To maintain City services essential to development, CVFD has implemented the following process. Effective March 23, 2020, all fire protection plans shall be submitted to CVFD **via UNITED STATES POSTAL SERVICE (USPS)** delivery **only**. This is a temporary process/requirement while the City makes efforts to accommodate electronic submittals.

HOW TO SUBMIT YOUR PLANS

1. Fill out and print the appropriate Permit Application. Applications can be found at <https://www.chulavistaca.gov/departments/fire-department/about-cvfd/fire-prevention/forms-details> (*Permit Applications are located toward the bottom of the web page*).
2. Include everything you would normally submit that is necessary to complete the review of the proposal. Include 4 copies of plans – Depending on type of submittal: 1 set of product specification sheets, 1 set of hydraulic calculations, 1 design manual, etc.
3. Pre-paid return envelope (*large enough to accommodate the returned materials*).
4. PAYMENT – We accept Credit Card or Check.
 - a. Credit Card - please indicate on the fee application if you desire to pay by CC. You will be notified via email once the permit record has been created and the fees have been invoiced. The email will contain direction on how to access Accela Citizen Access and detailed direction on how to submit your payment.
 - b. Check - fill out check based upon the fee total on the permit application. Make checks payable to City of Chula Vista Fire Department and include check with mailed plans/documents.

MAIL TO:

CHULA VISTA FIRE DEPARTMENT - ATTN: FIRE PREVENTION
276 FOURTH AVE, BLDG. C
CHULA VISTA, CA 91910

Reviews will then take the normal 14 days to complete. Resubmittals are a 7-day review period. Denied plans will be returned with plan correction comments.

The following CVFD Plan Review Services are **Suspended** until further notice:

- Staffing of the Development Services Department, Fire Plan Reviewer Desk
- Any in person meetings with plan reviewers

INSPECTIONS: Inspections can be scheduled by calling (619) 691-5029.

We thank you for your understanding and flexibility during this pandemic.